



DATE: July 28, 2004

TO: Workforce Development Board (WDB) Executive Directors, Workforce Investment Act (WIA) youth program managers and youth leads

FROM: Connie Colussy, Director
Bureau of Workforce Programs

SUBJECT: **Workforce Investment Act (WIA) Policy Update 04 – 09 – Design Framework**

Purpose

This WIA youth policy update provides guidance to local Workforce Development Boards (WDBs), WIA youth program managers and youth program leads on the following:

- Point in time when registered youth are counted in performance measures;
- Program design framework; and
- Program elements.

Policy and Legislative References

- WIA legislation, section 101(34), section 129(c)(1)(A), WIA regulations, 20 CFR 664.215, 20 CFR 660.300, 20 CFR 663.105, 20 CFR 664.405(a)(1)(2), CFR 664.410(a)(1)(2)(3)(4)(5)(6)(7)(8)(9)(10), CFR 666.140(a)(1), Training Employment Guidance Letters (TEGL) 7-99, page 5(C)
- Department of Workforce Development (DWD)/Division of Workforce Solutions (DWS) WIA program guide, part 2(III)(B) page 104, (E)(1) page 106, (G)(1)(2)(3)(4)(5)

Background

State and Workforce Development Board staff asked the Department of Labor the following question, "When does a youth get counted in the performance measures, what components are included in the design framework and what services are considered program elements?"

WIA regulation 664.215 requires all youth participants to be registered. Registration is the process of collecting information to support determination of eligibility and collecting equal opportunity data. WIA regulation 664.405 requires that the design framework of a local WIA youth program include the following:

1. An objective assessment for each youth, including a review of academic and occupational skill levels, as well as service needs;
2. Development of an Individual Service Strategy (ISS) for each youth participant including identifying an age-appropriate career goal based on assessment results; and
3. Preparation for post-secondary educational opportunities or employment, provision of linkages between academic and occupational learning, and provision of effective connections to intermediary organizations that provide strong links to the job market and employers.

Policy

WIA regulation 664.215 requires all youth participants to be registered to participate in the WIA Title 1 youth program. Registration is the process of collecting information to determine eligibility, and collecting equal opportunity data. This process is known as the design framework. The design framework for local youth programs must include an objective assessment, as required in WIA section 129(c)(1)(A)(B)(C), and development of an Individual Service Strategy (ISS), as required by WIA regulation 664.405(a)(2).

A youth involved in design framework activities is not a program participant and **will not be counted** in the performance measures. During the design framework process, if a youth is determined ineligible or would not benefit from participating in the WIA youth program, the youth should not be enrolled in the WIA Title 1 Youth program. Youth who participate in design framework activities only **will not be counted** in the WIA Title 1 Youth performance measures. However, WIA regulations require local boards to refer these youth to other agencies that provide services for youth.

A youth who is determined eligible and is enrolled in WIA Title 1 becomes a participant. When the youth receives one of the program elements as a service, he or she **will be counted** in the WIA Title 1 Youth performance measures.

ASSET Reporting

This policy does not alter the manner in which you report information for youth. However, the following instructions are provided to insure that you understand how the information reported is being used under this policy.

1. Select Manage Programs and complete the General Program Summary, Title 1 and Title 1 Youth screens.
2. Go to Manage Services and click on the Add Service button under Program Information – Title I. Select the Youth Program Area. You will see Design Framework and Program Element services are listed together in ASSET. Select the services you wish to report.
Do Not enter actual begin dates for any service until the service has begun.
 - a) If the registered individual is found to be **ineligible or would not benefit from the program**, you should select only from the Design Framework selections (e.g., Design Framework: Assessment). If the only services created with actual begin dates are from the Design Framework options, the individual will not be counted in the Youth-related performance measures.
 - b) If the individual is determined to be **eligible and enrolled in the WIA Title 1 Youth program**, you may select from any of the Design Framework or the Program Element (any Youth service not designated Design Framework) service selections. Once a Program Element service is created with an actual begin date, the individual is considered a WIA Youth Participant and will be counted in youth-related performance measures.

Action Required

There is no data clean-up activity required as a result of this policy. The Department of Workforce Development/Division of Workforce Solutions will implement this policy immediately. Workforce Development Boards will see the impact of this policy on their Program Year (PY) 03 performance measures, which will be included in the WIA Annual Report that will be submitted to the U.S. Department of Labor on October 1, 2004.

Workforce Development Boards should ensure procedures are in place to inform all youth program staff about this policy.

Questions and Technical Assistance

If you have any questions, please contact the Local Program Liaison assigned to your area.